

# Stakeholder Preliminary Report Feedback

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name]

Subject: Feedback on Preliminary Report

Dear [Stakeholder Name],

Thank you for your participation in the recent project and for providing your preliminary insights. We appreciate your commitment to our shared goals.

## Feedback Summary:

- **Strengths:** [List strengths noted in the report]
- **Recommendations for Improvement:** [List recommendations]
- **Concerns:** [List any concerns raised]

Please consider the feedback provided above, and feel free to reach out with any additional comments or questions. Your input is invaluable as we move forward.

Best regards,

[Your Name]

[Your Position]

[Your Company]